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Class Specifications
for the Class:

BUILDING AND GROUNDS SUPERVISOR I

Duties Summary:

Assists in planning, coordinating and supervising a building, equipment and grounds maintenance operation of an institution; and performs other related duties as required.

Distinguishing Characteristics:

This class involves assistance to a higher level supervisor in organizing and coordinating the work of a group of employees engaged in building, equipment and grounds maintenance activities.

Examples of Duties:

Assists in planning, coordinating and supervising the repair and maintenance of buildings, equipment and grounds; schedules work assignments based on established priorities; estimates cost, labor, material and equipment needs to repair and maintenance projects; requisitions materials, supplies, tools and equipment; supervises the work of employees engaged in a variety of maintenance and repair activities such as the repair of roofs, screens, concrete floors, walkways and driveways, furniture, electrical system, plumbing fixtures, heaters, refrigerating and air-conditioning units, resurfacing and painting walls and furniture, kitchen and laundry appliances and equipment; inspects work accomplished to insure compliance with established standards; supervises the operation, maintenance and servicing of high pressure boilers; supervises the upkeep and security of the institution buildings and surrounding grounds, insuring that these areas are kept in a clean and orderly condition; prepares records and reports such as time records, accident reports, equipment reports, progress reports, etc.; reads and interprets plans and specifications; prepares layouts, sketches and drawings for guidance of subordinates; and may perform skilled trades assignment.

Knowledge and Abilities Required:

Knowledge of: The practices, tools, equipment and materials used in the carpentry, plumbing, electrical and painting trades; plumbing and electrical equipment; applicable building and sanitary regulations including electrical and plumbing codes; occupational hazards; safety practices and procedures; and principles and practices of supervision.

Ability to: Plan, lay out and direct the work of others; determine need for building and equipment repairs; use hand and power tools utilized in a variety of building trades; install plumbing and electrical fixtures; read and interpret blueprints and sketches; estimate time and material needed to perform a job; make mechanical repairs to plumbing and electrical equipment; keep records; prepare reports; give and follow oral and written directions; and maintain good working relationship with others.

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This is an amendment to the class Building and Grounds Supervisor I approved on July 24, 1970.

DATE APPROVED: 2/14/75

DONALD BOTELHO
Director of Personnel Services